

INSTRUCTIONS TO RENEW AN INDIVIDUAL MASTER LICENSE AND CONTRACTOR LICENSE

For assistance with creating an A&A account or finding or resetting your username and password, you will need to call the **OCIO Help Desk**: 515-281-5703 or 1-800-532-1174.

For assistance with navigating the licensing portal once you have an A&A account, please contact: **AMANDA Support Team at 1-855-824-4357** between 7:30am – 5pm Monday-Friday.

For specific questions regarding contractor registration, unemployment insurance requirements, workers compensation, or out of state contractor bonds, please contact the **Division of Labor** at contractor.registration@iwd.iowa.gov or 515-242-5871.

For specific questions regarding the **Iowa Plumbing and Mechanical Systems** program or license requirements, please visit the website <http://idph.iowa.gov/pmsb> or call 1-866-280-1521.

BEFORE YOU BEGIN:

These instructions assume you have already followed the steps to create an A&A account and set up your AMANDA profile page, including linking your company to your individual license profile page. If you have not done these steps, go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://idph.iowa.gov/regulatory-programs/pmsb> and follow the instructions to create an account.

If you have followed the instructions to create an account and linked your contractor license to your account, you should see your company name listed in the left column once you logon to AMANDA. If you do not see your company name listed there, please **STOP** and contact the AMANDA Support Team at 1-855-824-4357.

The AMANDA application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly: 1) pop up blocker must be turned off; 2) iowa.gov must be added to compatibility view; and 3) iowa.gov must be added to trusted sites. Contact the AMANDA Support Team if you need help with adjusting these settings for Internet Explorer.

Contractors who perform services in plumbing, HVAC, refrigeration, hydronics, or mechanical systems now have a “one-stop shop” to apply for both the contractor license and contractor registration on a single application. Previously contractors were required to apply/renew the license with the board office every 3 years and also submit a separate application and fee for contractor registration to Iowa Workforce Development Division of Labor on an annual basis. Beginning with this renewal, contractor licensure and registration have been combined into a single 3-year application and renewal process. This means that you will be required to submit a fee for a 3-year contractor registration in addition to the contractor license renewal fee, and the documentation required by the Division of Labor for contractor registration.

DOCUMENTATION NEEDED:

Medical Gas Piping Installers: You will need your certification number, expiration date, brazing qualification number (if different) and brazing qualification expiration date. You must have a current medical gas certification to renew. No additional continuing education hours are needed.

Continuing Education Course Information: You will need the details of all the continuing education courses that you took to renew your license(s). You must be able to enter the course number, name of the course, date of the course, and number of hours awarded in each category (e.g. safety, code, trade). If you are an apprentice, you do NOT need to enter continuing education hours.

Unemployment Insurance Number: A valid unemployment insurance number (UI#) is required, even if you have no employees. To obtain a UI# visit www.myiowaui.org or contact Unemployment Insurance customer service at 888-848-7442 or email IWDuitax@iwd.iowa.gov.

Workers Compensation Compliance Information: A contractor with one or more employees must have either a Workers' Compensation Insurance certificate listing the "Iowa Division of Labor" as a certificate holder or a Certificate of Relief issued by the Iowa Insurance Division. If you have no employees, you will select "I have no employees" for your compliance method.

Master of Record Information: You will need the license number, trade, and name for each individual serving as a master of record for your business. If you are a sole proprietor, you must personally hold the master licenses.

Bond and Insurance Information:

- **IDPH Certificate of Liability.**
 - A minimum of \$500,000 general business liability coverage.
 - The certificate holder needs to be listed as the **Iowa Plumbing and Mechanical Systems Board, 321 East 12th Street, Des Moines, Iowa 50319.**
 - The certificate of liability needs a 10 day (minimum) cancellation notice.
- **IDPH Surety Bond or continuation certificate:**
 - Minimum amount of \$5,000.
 - The obligee for the bond must be listed as the customers of the principal. It cannot be the state of Iowa or the Board. There have been bonds approved that used language such as, "licensee's Iowa customers" or "Person(s) injured by Principal's breach of construction contract."
 - The surety bond also needs a 10 day (minimum) cancellation notice provided to the Iowa Plumbing and Mechanical Systems Board.
- **IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor:**
 - File a \$25,000 surety bond at the time of registration or renewal.
 - Bond is to be issued by a surety company licensed to do business in Iowa.
 - Complete the Division of Labor – Out-of-state bond form. The out of state contractor bond form can be found at www.iowacontractor.gov – under Quick Links, click on "Out of State Contractor Bond Form."
 - Visit www.iowacontractor.gov and under Quick Links go to "Bond Requirements" for more details.
- **IWD Worker's Compensation Insurance or Certificate of Relief:**
 - A contractor with one or more employees must include a copy of Workers' Compensation Insurance certificate listing the "Iowa Division of Labor" as a certificate holder or;
 - Attach a copy of Certificate of Relief issued by the Iowa Insurance Division.
- **IWD Notarized Fee Exemption Form:**
 - If you are requesting an exemption from the Division of Labor registration fee, you must attach a copy of the Fee Exemption Form (Visit www.iowacontractor.gov and under Quick Links select "Fee Exemption Form" for more details).
 - This form must be notarized and applies only to the registration fee and NOT the PMSB license fee.

Note: You will need to attach a copy of your insurance and bond information to complete your renewal application. If you do not have a scanned copy, the information may be mailed but it will delay the processing of your renewal.

If you are unable to scan and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
ATTN: Contractor Renewal
321 E 12th St
Des Moines, IA 50319-0075

PART 1: RENEW CONTRACTOR LICENSE

STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Public Health Regulatory Program webpage at the following location:
<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>
- **Sign in** with your username and password.

STEP 2: UPDATE INDIVIDUAL PROFILE INFORMATION

- Verify all information is correct.
- Make any necessary corrections.
- To add additional addresses or contact information, click on the **Addresses** button.
- Click **Continue** when finished.

Optional: Add Other Addresses

If you have additional addresses you would like to add or edit, click the Addresses button.

- Click the arrow button next to the address type (billing, business, home, mailing, old, or public address) and then click “Add Address.” Enter the required fields.
- Be advised that the system currently also requires you to enter a billing, business, home, and mailing address. PMSB will not use these addresses for mailing or billing information. In these fields you should just click the button “Copy Physical Address.”
- Click “Submit All Changes” when done. Confirm the submission again by clicking OK.
- Click “Continue” on the page where your physical address details display to be taken to My Programs page.

You will now be on the **My Programs** page. **If you already hold a license and do not see it listed, please STOP and contact the AMANDA Support Team at 1-855-824-4357.**

STEP 3: SELECT YOUR COMPANY

To proceed you will need to be linked with your existing contractor license. If you do not see your company in the Registered User’s Membership box, **STOP** and contact the AMANDA Support Team at **1-855-824-4357** for assistance. If you see your company profile listed in the left column, click on the company name and then click **Continue**.

The screenshot shows a web form titled 'Home > My Profile'. It is divided into two main sections: 'Basic Profile Details' and 'Physical Address Details'. The 'Basic Profile Details' section includes fields for Name (Luke AnakinSon Skywalker), Date of Birth (05/25/1972), Email Address (lukeanakinson789@gmail.com), and Preferred Address (a dropdown menu). The 'Physical Address Details' section includes fields for Address is (a dropdown menu), ATTN (Annakins Son), Street Number (991), City (Tattooine), Street Prefix (a dropdown menu), County (a dropdown menu), Street Name (Uncle Ben Lars Farm), State (Alberta), Street Type (Drive), Country (CA), Street Direction (a dropdown menu), Zip Code (99999), Unit Type (a dropdown menu), Phone 1 (5554449999), Unit Number (a text field), Phone 2 (a text field), and a dropdown menu for Home. At the bottom of the form are buttons for 'Continue', 'Reset', and 'Addresses'. On the left side of the form, there is a section titled 'Registered User's Memberships' with a dropdown menu showing 'Rebel Alliance'.

- Verify all information is accurate.
- To add additional addresses or contact information, click on the **Addresses** button.

STEP 4: REVIEW COMPANY PROFILE

It is **extremely** important that you review your company profile before proceeding to renew your license. Once you have selected your company from the list of memberships, click on **Company Profile**. Be sure to confirm the email address (your license certificate will be sent to this email address if you have one on file) and company address.

Home > My Programs

- Home
- Public Search
- My Profile
- Company Profile**
- Member Management
- Apply for a Program
- Sign Off
- Help

Home > My Programs > Company Profile

Home Public Search My Profile Sign Off Help

Basic Profile Details

Company Name: Rebel Alliance
 Tax ID / EIN / SSN: 77-1000000
 Company Type: Sole Proprietorship/Individual Ownership
 Program Type: PMSB
 Preferred Address: Business Address
 Email Address: luke@rebelalliance.com

Physical Address Details

Address is: Work
 Address: Leica
 8 NW Yavin Way SUITE 4
 Massasset Outpost, YT 78009
 CA
 Phone 1: 7775557878 (Work)
 Phone 2: 7774449987 (Pager)

My Programs Addresses

If the email or address information is wrong, **please STOP and contact the AMANDA Support Team at 1-855-824-4357**. Address changes can also be submitted online here: <https://idph.iowa.gov/regulatory-programs/address-change>.

STEP 5: RENEW CONTRACTOR LICENSE

When you are on the **My Programs** page you will proceed through the application as a representative of the company. While acting on behalf of the company, you will not see your personal license information.

- Click on the **Renew** link next to the license you would like to renew.

Home > My Programs

Home Public Search My Profile Company Profile Member Management Apply for a Program Sign Off Help

Programs for Launch IT

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
60025-CL		Plumbing and Mechanical Systems	Active	04/20/2017	06/30/2017	Des Moines	Details	Online Services	Renew

Make Payment

- A pop-up message will appear. Click **OK** to confirm you wish to renew the license.

You will now be taken to the **Application Form** page for a contractor license renewal.

- Click **Expand All** to view information fields in **Application Form** Section.
- SKIP THESE TABS: License Select, Continuing Education, and Exam Candidate.

Application Form Expand All

- Affirmation**
- Additional Information**
- Plumbing Contractor Registration**
- IWD Contractor Information**

Application Form Details Expand All

- ~~License Select~~
- ~~Continuing Education~~
- ~~Exam Candidate~~

The tabs for License Select, Continuing Education, and Exam Candidate are not used when submitting Contractor License Applications

STEP 6 – ENTER AFFIRMATION QUESTIONS

- Under the Affirmation section, all questions must be answered.
- If you answer **Yes** to any of the questions, you must provide details in the corresponding question.

STEP 7 – ADDITIONAL INFORMATION

Select whether you provided an **EIN** or **SSN** to create your contractor license account.

STEP 8 – CONTRACTOR REGISTRATION

If you already have a contractor registration number with the Division of Labor, select **Yes**. Provide the number in the space provided. (This number begins with a “C.”)

STEP 9 – IWD CONTRACTOR INFORMATION

All the fields in this section are required. Provide a response to each question. Note: If you are asking for a fee exemption from the registration portion of the fee, you must be able to answer “Yes” to all the questions in this section and you **must** attach the notarized fee exemption form. The fee exemption only applies to the Division of Labor registration fee and not the PMSB contractor license fee.

The screenshot shows a web form titled "IWD Contractor Information". It contains several questions with radio button options for "Yes" and "No".

- Question 1: "Provide your current Unemployment Insurance (UI) Account Number (for your unemployment taxes) If you do not have a current number you must go to www.myiowaui.org to submit an application." The input field contains "1123123".
- Question 2: "Are you requesting a fee exemption? If yes, you must upload a notarized copy of the Fee Exemption Form." The "Yes" radio button is selected.
- Question 3: "I do not pay more than \$2,000 per year to employ others (do not include yourself)." The "Yes" radio button is selected.
- Question 4: "I never perform construction work with or for other contractors working in the 'same phase of construction' at the job site. (The 'same phase of construction' is defined as the same type of work, such as plumbing, HVAC/refrigeration, hydronics, mechanical.)" The "Yes" radio button is selected.
- Question 5: "Worker Compensation Compliance Method" with a dropdown menu.

- Skip the next tabs you see for License Select, Continuing Education, and Exam Candidate – **Do NOT enter anything in these sections.**
- Click **Continue** to proceed with the application.

STEP 10 – IWD CONTACT LIST

Click to expand this section. **NOTE:** Scroll to the right to see additional fields in this section. You should see at least one row for owner information.

- Click **Add** to add contacts. Click **Save** after completing each row.
- Repeat these steps for each contact.
- Click **Continue** when you have added all your contacts.

STEP 11 – TRADES (MASTER OF RECORD INFO)

Click to expand this section. You will see a list of the individuals currently serving as master of record in the various trades for your company.

- If you have a new master of record, click **Add**.
- Select the trade and enter the license number of your master of record. (The name field will be automatically filled in when you click Save.)
- Click **Save** when done.
- Repeat these steps for each new master of record.
- Click **Save** if you have no changes.

▼ Trades

Trade	License Number	Master of Record
Plumbing ▼	29999	Luke Skywalker
Mechanical ▼	28888	Han Solo
HVAC/R ▼	27777	Leia Organa
Hydronics ▼	24444	Chewbacca Wookiee

• Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
 • Just clean all fields if you do not need a specific row or new added row.

Add Save

STEP 12 – INSURANCE AND BOND DETAILS

Click to expand this section. If you have insurance and bond information on file, you will see some of the details filled out.

- Update any missing information for the surety bond (IDPH) or Certificate of Liability (IDPH).
- Click **Add** to add a new row.
- If you have workers compensation insurance, add a row and fill in the details related to your workers compensation insurance.
- If you are an out of state contractor, add a row and fill in the details for the out of state contractor bond here.
- Click **Save** when done.

▼ Insurance/Bond details

Type	Insurance/Bond Company	Contact Representative	Insurance/Bonding Company Phone	Pd
Certificate of Liability(IDPH) ▼	State Farm	John Doe	5553214545	
Surety Bond(IDPH) ▼	Merchants Bonding Company	Jane Doe	5553214545	

• Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
 • Just clean all fields if you do not need a specific row or new added row.

Add Save

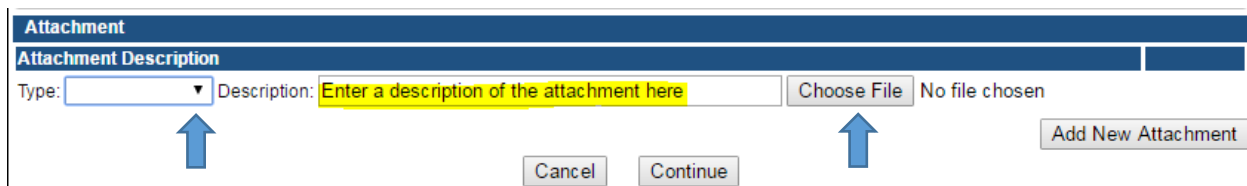
STEP 13 – ADD ATTACHMENTS - CONTRACTOR LICENSE

To add any required documentation such as notarized fee exemption form, insurance and bond forms, you will need to click the **Add New Attachment** button. Skip this step if you do not have any attachments to add.

Attachment
Attachment Description

Add New Attachment

When clicked the Attachment Description area will expand.



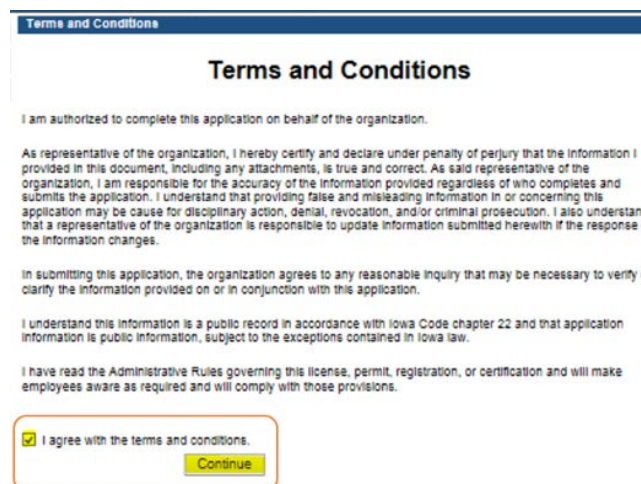
The screenshot shows a form titled "Attachment Description". It has a "Type:" dropdown menu, a "Description:" text field with the placeholder "Enter a description of the attachment here", a "Choose File" button, and a "No file chosen" label. Below the "Choose File" button is an "Add New Attachment" button. At the bottom are "Cancel" and "Continue" buttons. Two blue arrows point to the "Type:" dropdown and the "Choose File" button.

- To select a Type of attachment, click the dropdown arrow and select the attachment type. Ex: IWD Fee Exemption, PMSB Surety Bond, etc.
- Enter a **Description** of the file.
- Click **Choose File** button.
- This will open your file explorer, navigate to the directory where the file is you want to attach and double click it. The name of the document should be showing next to the **Choose File** button.
- Continue this process for each document you would like to attach.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the AMANDA Support Team to have it removed.

STEP 14 – TERMS AND CONDITIONS - CONTRACTOR

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.



The screenshot shows a "Terms and Conditions" form. It contains several paragraphs of text regarding the application process, including a statement of authorization, a declaration of truthfulness, and a statement of understanding of the public record nature of the information. At the bottom, there is a checkbox labeled "I agree with the terms and conditions." which is checked, and a "Continue" button.

STEP 15 – MAKE A PAYMENT – PAY LATER!!!

Next you will be taken to the **Make Payment** page. Click the **Pay Later** button unless you do not want the 30% discount off the license renewal fee. For the discount to apply, you must submit both renewal applications on the same day and the applications must be for the same person (i.e. the company owner who also holds one or more master or journey licenses).

If you selected Pay Later, you will get a pop-up box that your application is not considered submitted until payment is made. Click OK.

- You will be returned to your **My Programs** page where you will see your contractor license listed with a status of "Renewal."

Important! For the multiple license discount to apply, you must click Pay Later and submit your individual license renewal information next (on the same day). You will have to come back to the contractor license renewal and Pay Later. This will ensure the discount is applied to both your contractor renewal application and your individual license renewal.

Return to your **My Profile** page.

PART 2: RENEW INDIVIDUAL LICENSE

STEP 16: RENEW INDIVIDUAL LICENSE


When you go back to **My Profile** you should see your individual profile information. Confirm the contact information and then click **Continue**. You should now see your list of licenses like the screenshot below. Find the row that has your master or journeyperson license number and click on the **Renew** button.

The screenshot shows the IDPH Regulatory Programs website. The header includes 'IDPH REGULATORY PROGRAMS' and 'Radiological Health ■ Emergency Medical Services ■ Environmental Health'. The navigation bar shows 'Home > My Programs' and 'Your Name'. A sidebar on the left lists links: Home, Public Search, My Profile, New Company Registration, Apply for a Program, Sign Off, and Help. The main content area is titled 'Programs for Your Name' and contains a table of licenses. The table has columns: License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. The first row shows license 30043 for 'Your Name' under the 'Plumbing and Mechanical Systems' program, with status 'Active', issue date '04/23/2017', expiry date '06/30/2017', and city 'Des Moines'. The 'Renew' button in this row is highlighted with a red box. Below the table is a 'Make Payment' button.

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
30043	Your Name Your Name	Plumbing and Mechanical Systems	Active	04/23/2017	06/30/2017	Des Moines	Details	Online Services	Renew

- After you click “Renew,” a pop-up message will appear. Click **OK** to confirm you wish you renew the license.

You will now be taken to the **Application Form** page for an individual license renewal. **NOTES** for completing the Application Form:

- Click **Expand All** to view all information fields in a section or click on the small triangle button  next to the Affirmation section.

The screenshot shows the 'Application Form' page. The header is 'Application Form' with an 'Expand All' button on the right. Below the header are two sections: 'Affirmation' and 'Continue Education'. The 'Affirmation' section has a small orange triangle button next to it. A blue arrow points down from the 'Expand All' button in the previous screenshot to the 'Expand All' button in this screenshot.

STEP 17 – ENTER AFFIRMATION & EXEMPTIONS

- Under the Affirmation section, all six questions must be answered.
- Under the “Continue Education” section, you must answer if you qualify for a CEU exemption.
- If you answer **Yes** to any of the questions, you must provide details in the corresponding question.

STEP 18 –SELECT INDIVIDUAL LICENSES FOR RENEWAL

Expand the **License Select** section by clicking on the small orange triangle next to this section.

The screenshot shows the 'Application Form Details' page. The header is 'Application Form Details' with an 'Expand All' button on the right. Below the header are three sections: 'License Select', 'Continuing Education', and 'Exam Candidate'. The 'License Select' section has a small orange triangle button next to it.

You should now see a list of each of your licenses, showing the license type, trade, status, basis for licensure, etc. **NOTE: Scroll to the right to see all information that must be completed in this section.**

License Select

License Type	Trade/Specialty	License Status	Approved date	Expired Date
Apprentice	Apprentice	Renewal	04/23/2017	06/30/2017
Journeyperson	HVAC/R	Renewal	04/23/2017	06/30/2017
Master	Plumbing	Renewal	04/23/2017	06/30/2017

Basis for Licensure

Basis for Licensure	Action Requested	ProcessRSN
Renewal	Do not Renew	2031554
Renewal	Renew Active status	2031555
Renewal	Renew Inactive status	2031556

USE THE SCROLL BAR TO VIEW ADDITIONAL FIELDS.

Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
Just clean all fields if you do not need a specific row or new added row.

only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
if you do not need a specific row or new added row.

- Do not change the entries under Basis for Licensure – these are automatically completed unless you are combining to a mechanical license (see optional next step).
- Under **Action Requested**, you must make a selection for each row. Select either **Renew Active status**, **Renew Inactive status**, or **Do Not Renew**.
- Click **Save** when done.

Optional: COMBINE TO MECHANICAL LICENSE

If you currently hold separate licenses in HVAC/R and hydronics at the same level (Journeyperson or Master) and wish to combine these licenses into a single mechanical license, you must follow these steps.

- Under Action Requested, select **do not Renew** for the HVAC/R license.
- Under Action Requested, select **do not Renew** for the hydronics license.
- Click Add to add a new row.
- For license type, select either **journeyperson** or **master** (must be same level as the HVAC/R and hydronics license).
- For trade/specialty, select **Mechanical**.
- Under basis for licensure, select **Combine to Mechanical**.
- Under Action Requested, select **Renew active status** or **Renew Inactive Status** if you want an inactive license.
- Click **Save** when done.

STEP 19 – ENTER CONTINUING EDUCATION COURSES

Expand the **Continuing Education** Section. Skip this step if you qualify for a CEU exemption (you must have selected “Yes” and the appropriate exemption in step 4).

Application Form Details Expand All

- License Select
- Continuing Education**
- Exam Candidate

- Click **Add** to add a course.
- You must enter the course number (in format CEUC or CEUL), followed by course name, Course End Date (if it was taken on single day).
- For **course type** select Continuing Education unless it was an online course. Select Continuing Education E-Course if it was an online course.
- Enter the number of hours awarded for the course in the appropriate column(s), e.g. 2 hours safety, 2 hours plumbing code, etc.
- Click **Save** after completing each row.

- Repeat these steps for each additional course that you took.

Course Number	Course Name	Course Start date	Course End Date	Course Type
CEUCXXXXXX	2015 UPC Plumbing Code Update	May 01, 2017 14:30:07	May 01, 2017 14:30:07	Continuing Education
CEUCXXXXXX	OSHA 10 hour update	May 01, 2017 14:31:2	May 02, 2017 14:31:29	Continuing Education

Use the scroll bar on the bottom of this section to see additional columns.

Class Hours Safety	Class Hours Plumbing Code	Class Hours Mechanical Code	Class Hours Trade Discipline-Mechanical
10	2		

For information about Continuing Education and required hours, visit the PMSB website:
<https://idph.iowa.gov/pmsb/continuing-education>.

The next tab you see is called Exam Candidate – **Do NOT enter anything in this section.**

STEP 20 – OPTIONAL: ADD ATTACHMENTS

To add any required documentation such as criminal history documents, you will need to click the **Add New Attachment** button. Skip this step if you do not have any attachments to add.

When clicked the Attachment Description area will expand.

- To select a Type of attachment, click the dropdown arrow and select the attachment type.
Ex: Court Documents, Certification, Diploma, etc.
- Enter a **Description** of the file.
- Click **Choose File** button.
- This will open your file explorer, navigate to the directory where the file is you want to attach and double click it. The name of the document should be showing next to the Choose File button.
- Continue this process for each document you would like to attach.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the AMANDA Support Team to have it removed.

STEP 21 – MEDICAL GAS INSTALLER CERTIFICATION

If you have a medical gas installer certification, you will see a section called “Medical Gas System Installer Details.” Click Expand All to view all information fields in this section or click on the small triangle button next to the details section. Provide a response to each question. If you do not have a separate brazer qualification expiration date, enter the same expiration date as your medical gas certification. Click **Continue** when done.

Process Description - Medical Gas System Installer
Collapse All

▼ Medical Gas System Installer Details

Are you currently certified in medical gas piping by the National Inspection Testing Certification Corporation (NITC) or an equivalent agency? ☒ Yes ☐ No

Name of certification agency: Airgas Medical Gas Services, Inc (AMS)

Certification Number: 1234567

Certification Expiration Date: 05/31/2017

Do you have a current brazer certification? ☒ Yes ☐ No

Brazer Expiration Date: 05/31/2017

Attachment

Attachment Description

Cancel
Continue
Add New Attachment

STEP 22 – CONTINUE TO SUBMIT APPLICATION

When all sections of the form are complete, click **continue**. If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

elpdphtest.iowa.gov says:

Are you sure you really want to submit all application form?

OK
Cancel

When you click **Continue**, a pop-up message will appear. Click **OK** to proceed to the next page. **You may have to click Continue multiple times AND click OK multiple times.**

DO NOT CLICK CANCEL – this will void your entire application.

STEP 23 – TERMS AND CONDITIONS

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions

Home
Sign Off
Help

Terms and Conditions

Terms and Conditions

I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning my application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that I am required to update answers or information submitted herewith if the response or the information changes.

In submitting this application, I consent to any reasonable inquiry that may be necessary to verify or clarify the information I provided on or in conjunction with this application.

I understand that this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this profession and I agree to comply with those provisions.

☒ I agree with the terms and conditions.

Continue

STEP 24 – MAKE A PAYMENT – INDIVIDUAL LICENSE(S)

Next you will be taken to the **Make Payment** page. Select **Pay Now** to be directed to the online payment system. You should see your licenses listed and a row for a license discount. If the fees appear to be wrong, **STOP** and contact the AMANDA Support Team at 1-855-824-4357. Select **Pay Now** when asked, and complete your online payment information.

Fee Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
539163	Plumbing and Mechanical Systems	Individual License	Renewal	PLMB Journey Renewal Fee	\$180.00	No
539163	Plumbing and Mechanical Systems	Individual License	Renewal	PLMB Master Renewal Fee	\$240.00	No
539163	Plumbing and Mechanical Systems	Individual License	Renewal	PLMB Multiple License Fees Discount %	(\$126.00)	No
Total						
				Fee Amount:	\$294.00	
				Paid Amount:	\$0.00	
				Cancelled Amount:	\$0.00	
				Fee Due:	\$294.00	
				Pay Later	Pay Now	
				Payment Later Options		

Select **Payment Method**, and fill in your payment details. Click **Continue**.

My Payment

IDPH Licensing and Regulatory Programs
Amount Due: \$50.00

Payment Information

Frequency: One Time
Payment Amount: \$50.00
Payment Date: Pay now

Contact Information

First Name: Adper
Last Name: Amandaone
Company: (Optional)
Address 1: 09 N Oliver Drive
Address 2: (Optional)
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 50319
Country: US
Phone Number: 899090900
Email Address: adperamandaone@gmail.com

Payment Method

Payment Method: Select

[Continue](#) [Cancel](#)

The following page is your confirmation page.

Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.
Confirmation Number: **IOWDPH004000710**

Payment Details

Description: Department of Public Health
IDPH Licensing and Regulatory Programs
https://idph.iowa.gov/
Payment Amount: \$50.00
Payment Date: 11/22/2016
Status: PROCESSED

Payment Method

Payer Name: Adper Amandaone
Card Number: *1111
Card Type: Visa
Confirmation Email: adperamandaone@gmail.com

Billing Address

Address 1: 09 N Oliver Drive
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 50319
Country: United States

Once you have submitted payment, you should keep a record of your **Confirmation Number** or print the receipt page that appears for your records. Click **My Profile** to return to your profile page or **My Programs** to return to your list of licenses.

PART 3: PAY FOR CONTRACTOR LICENSE

STEP 25 – RETURN TO COMPANY PROFILE

Next you need to return to **My Profile** to pay for your contractor license renewal. Click on **My Profile**, then click on your company name under Registered User Memberships.

[Home > My Profile](#)

Basic Profile Details PIN: 194644

Name: Luke Anakinson Skywalker
Date of Birth: 05/25/1972
Email Address: lukeanakinson789@gmail.com
Preferred Address: *

Registered User's Memberships

[Rebel Alliance](#)

Physical Address Details

Address ID: * ATTN: Annakin Son
Street Number: 991 City: Tatooine
Street Prefix: * County: *
Street Name: Uncle Ben Lars Farm State: Alberta
Street Type: Drive Country: CA
Street Direction: * Zip Code: 99999
Unit Type: * Phone 1: 555-444-9999
Unit Number: * Phone 2: Work
Unit Number: * Phone 2: Home

Select a Membership for your Actions

[Continue](#) [Reset](#) [Addresses](#)

Click on **Continue**.

You will see a list of the licenses associated with your company, and then a button for Make Payment.

Programs for The Plumbing & Heating Shop									
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
51928		Plumbing and Mechanical Systems	Active	04/01/2016	06/30/2017	Sumner	Details	Online Services	
51928		Plumbing and Mechanical Systems	Renewal			Sumner	Details	Online Services	

[Make Payment](#)

STEP 26 – MAKE PAYMENT: CONTRACTOR RENEWAL FEES

Click **Make a Payment**. You should now see the contractor license fee, contractor registration fee, and a discount fee.

Fee Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
539843	Plumbing and Mechanical Systems	Contractor License Renewal	Renewal	PLMB 3 Year Contractor Registration Fee per year	\$150.00	No
539843	Plumbing and Mechanical Systems	Contractor License Renewal	Renewal	PLMB Contractor Initial Fee	\$250.00	No
539843	Plumbing and Mechanical Systems	Contractor License Renewal	Renewal	PLMB Multiple License Fees Discount %	(\$75.00)	No
Total						
Fee Amount:					\$325.00	
Paid Amount:					\$0.00	
Cancelled Amount:					\$0.00	
Fee Due:					\$325.00	

[Pay Later](#) [Pay Now](#)
[Payment Later Options](#)

Select **Pay Now** when asked, and complete your online payment information for the contractor fees. At the end of the payment process you will have to click **Continue**. You will be presented with a receipt page that you should print for your records.

Click **My Profile** to return to your profile page or **My Programs** to return to your list of business licenses.

CHECK STATUS

Once you have submitted payment, your renewal applications will be reviewed by PMSB staff. Your applications will **NOT** be reviewed until a payment has been made.

To issue a contractor license and contractor registration, you must either submit a copy of the following attachments online or mail the documents to the PMSB office and indicate they are for a pending contractor renewal application. The fastest route is to attach the documents online. Expect significant delays if you mail this information rather than attaching it online.

- Proof of IDPH Certificate of Liability;
- IDPH Surety Bond or continuation certificate;
- IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor;
- IWD Worker's Compensation Insurance or Certificate of Relief; and
- IWD Notarized Fee Exemption Form (if requesting registration fee exemption)

If you are unable to scan documents and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
 ATTN: Contractor Renewal
 321 E 12th St
 Des Moines, IA 50319-0075

Information for your Division of Labor contractor registration will be sent electronically to the Division of Labor. Payment for the "registration" portion of the fee will also be sent electronically to the Division of Labor unless you indicated you have a fee exemption. The Division of Labor must approve and issue your contractor registration number before your PMSB contractor license can be renewed or issued.

Renewal applications for your individual (master or journey) license are processed much faster than the contractor license. Processing of the contractor renewal application can take up to four

weeks due to the need to review all bond and insurance documents and ensure a contractor registration number has been issued.

Once your renewal has been paid for and all information is complete including required attachments, the status online will show “Ready to Issue” or you will see the license listed with a status of “Active” and an expiry date of 6/30/2020. If the expiry date does not say 6/30/2020, the renewal application has not been approved yet.

When the renewal has been approved, you will be automatically emailed a copy of your new license certificate and wallet card. The email for your individual license will be sent to the email address listed under **My Profile**. The contractor license will be emailed to the email address listed under the **Company Profile**. NOTE: This may be a **different** email address than the one you provided for your individual account.

Go to your **Company Profile** to see the email address on file for the company. If you need to change the email or physical address of the company, please contact the **AMANDA Support Team** 1-855-824-4357.

The license certificates and wallet cards will be sent as a PDF attachment. You may print the PDF or have it available for display on your electronic device. If there was an error sending to the email address you provided, the license certificate and wallet card will be printed by PMSB staff and mailed to the address on file.